

Research Analyst I

Illinois Housing Development Authority is looking for a Research Analyst. The position is an integral part of the Finance Department. The incumbent will assist the Assistant Director and work with team members on various reporting projects for internal and external constituencies such as rating agencies, auditors, and regulatory entities. The Research Analyst will assist in review, preparation, and submission of all regulatory, contractual, and general reporting of the Authority. The Research Analyst will also assist in analyzing new financial undertakings by the Authority; participate in review of the financial feasibility, risks, along with costs and benefits. The Financial Analyst will also have the opportunity to participate in bond issuance transactions, working with counterparties such as the quantitative consultant (cash flow provider), financial advisor, investment banks, legal counsel, trustees, and rating agencies.

Responsibilities include designing and producing periodic reporting packages for internal and external purposes while also facilitating their distribution. Reporting packages will encompass various financial and investment activities of the Authority, surveillance of the investment portfolio, rating agency queries and periodic reports, and internal and external audit inquiries and requests. Includes designing, building, and maintenance of contractual reporting compliance monitoring policy and procedure; supporting the structuring team to manage bond structuring and flow of funds. Assisting in the data gathering process to analyze financing structures with investment banks, cash flow provider, rating agencies and legal counsel. Analyzing legal documentation to identify risks to the Authority; engaging in high-level statistical and operational research to analyze regulatory/contractual/programmatic reporting needs. Managing data/reporting requirements by utilizing tools such as Word, Excel, Crystal Report Writer, in addition to the Authority's subsidiary systems. As a result, providing educated recommendations when available/necessary.

This position requires a high level of self-motivation paired with the ability to ask detailed questions and prepare detailed overview summaries related to both departmental and IHDA policies and procedures. The ideal candidate should have proven experience in operational research, results documentation, independent productivity, and the ability to communicate effectively.

Education & Experience Requirements:

- Minimum Bachelor's degree in finance, accounting, economics, or a related field or 3+ years of analytical work experience in finance or accounting
- Strong analytical skills and organizational skills to manage multiple project deliverables
- Proficient PC skills, including experience with Microsoft Office Suite, Proficiency with Excel and knowledge of data base systems
- Effective interpersonal/communication skills. Able to build relationships with internal and external partners and communicate effectively (verbal/written)
- Highly organized with demonstrated ability to handle large amounts of data and priorities
- Able to work independently and demonstrate initiative

Excellent benefits package, including 401 (k); immediate vesting.

To Apply: Submit resume to:

<https://home2.eease.adp.com/recruit/?id=19111142>

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